University of Surrey Students’ Union

Raising and Giving Charity Application Form

2020/2021

Thank you for taking the time to fill out our application form for becoming one of our partnering charities for the 2020/2021 academic year.

**Please complete the following form, giving as much information as possible and this should be done so electronically.**

We ask if you could fill out the form below which will allow us to learn more about you as a charity and the great work you do.

Once the application has been filled out please send your application to [ussu.ragchair@surrey.ac.uk](mailto:ussu.ragchair@surrey.ac.uk) as an attachment in ‘.pdf’ format with a ‘.jpeg’ of your charities logo (this will be used later on in the process).

**Applications must be received by 17:00 on Wednesday 30th September 2020.** We will send you a confirmation email when we have received your application (please allow 72 hours for the email to be sent as they are done manually).

All the applications will then be shortlisted by elected part time and full-time officers in the Student’s Union down to 5 charities. We will then let you know the outcome of this. These shortlisted 5 will then be put forward to the entire student body where we will vote on our chosen partnering charity using the Alternative Vote system. The highest chosen charity will then become one of two partnering charities, for the duration of two years. The second highest votes will then become our second partnering charity for the duration of one year. Next year applications will open again for a charity to be a one-year partnership, then in the year after the same again where 1 charity for two years and 1 charity for 1 year and so on.

If you have any questions, big or small, then please feel free to contact us on [ussu.ragchair@surrey.ac.uk](mailto:ussu.ragchair@surrey.ac.uk).

Thank you and we look forward to hearing from you!

**Section 1: CHARITY DETAILS**

|  |  |
| --- | --- |
| Name of Charity |  |
|  | |
| Named Contact: |  |
| Position: |  |
| Telephone: |  |
| Email: |  |
|  | |
| Secondary Contact: |  |
| Position: |  |
| Telephone: |  |
| Email: |  |
|  | |
| Charity Address: |  |
|  | |
| Charity Registration No. |  |
|  | |
| Website: | www. |
| Facebook: | www. |
| Twitter: | @ |
| Instagram: | @ |

**Section 2: CHARITY INFORMATION**

|  |
| --- |
| 2.1 Brief description of Charity and work undertaken |
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| 2.2 What are the aims of the charity? |
|  |
| 2.3 Who does your charity support/benefit? |
|  |
| 2.4 What area(s) do you operate in? |
|  |

**Section 3: FINANCES & PLANS**

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1 Total expenditure on costs (*i.e staff/fundraising etc.)* | | | |
|  | | | |
| 3.2 Please breakdown into sources of income (ie *Government grants, sponsorship etc.)* | | | |
|  | | | |
| Last Financial years’ total income | £ | Average % spend on running costs |  |
| 3.2 How would you spend a £2,000 to £3,000 from Surrey RAG? Who will it benefit? How will they benefit? | | | |
|  | | | |
| 3.4 Surrey RAG is always looking for support to enhance our potential. What sort of support would you be able to offer Surrey RAG to help it develop? Please include any fundraising and awareness events (if applicable) you put on throughout the year. | | | |
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| --- | --- |
| By signing below, you are confirming:   * All the information supplied in this Surrey RAG Charity application is correct. * The Management Committee (or equivalent) of the organisation have agreed to the submission of this application. | |
| **Signature:** |  |
| **Print name:** |  |
| **Date:** |  |
| Second signature (to be signed by a member of the Management Committee (or equivalent)): | |
| **Signature:** |  |
| **Print name:** |  |
| **Date:** |  |

***Please send this completed, in PDF format back to us by 17:00 on Wednesday 30th September 2020 to*** [***ussu.ragchair@surrey.ac.uk***](mailto:ussu.ragchair@surrey.ac.uk)***, don’t forget to include a .Jpeg logo).***